



O&M Course Preparation Checklist:

□ Cross connection control records

How to Prepare for Your Course: Building your Public Water System Operations and Maintenance Manual

Capacity Building Unit, Coaching for TUs program

September 2012

Course Preparation Guide

Course schedule - We estimate that this course will take approximately four hours (including breaks), and you will earn 0.4 training units at completion. If you finish early or need to cut the training short you will only be awarded for the time actually spent in the training session.

Prepare for the training - Because of the comprehensive nature of an O&M manual it will be advantageous for you to collect information about your system before your scheduled training session. You will have the opportunity to generate and/or compile many of the following items in class, but the more relevant, detailed, and system-specific information your bring to the class, the better each section of the class can focus on your system's specific O&M data gaps and needs.

Treatment process diagrams (design approval and 'as built' diagrams)
Distribution system map
Equipment inventory or list of assets
General Monitoring Plan (complete or partial)
Water quality monitoring schedule
Water system contact list (administrators, board contacts, preferred maintenance contractors, etc.)
Knowledge/record of current operation and maintenance schedule
Knowledge/record of operating procedures
Operating budget

Spread the word - The topics covered during this course may apply to many people involved in your water system: from your operators, to your managers and board members, to the public you serve. Use this opportunity to share information about your system with others.

Give a tour - During the training you may have an opportunity to give a tour of your treatment plant. A site tour provides an opportunity to make the course even more system-specific and focused on your unique needs.

To cancel or reschedule your training session please contact a capacity building coach or call 303-692-3665 at least 24 business hours prior to your scheduled meeting time.

Training Schedule and Course Objectives:

Time	Section Details	T.U. Credit
00:05	Your O&M Manual: Introduction, purpose of O&M documents, course overview	0.00
00:50	Visualizing Your Water System: Incorporate source water protection assessments, process flow charts and distribution maps into an O&M manual; Creating an inventory of your assets	0.10
01:00	Operation and Maintenance: Identify industry standard water system performance indicators; learn how to write a SOP and create a maintenance schedule; learn about what records are required for a water system and how long you need to keep them.	0.10
00:15	Break	0.00
00:05	O&M Planning: The general purpose of planning and its application to water systems	0.00
00:20	Cross Connection Control Planning: Components of a cross connection control program, and the devices used to prevent a backflow event from occurring.	0.05
00:20	Emergency Response Planning: Elements of an effective emergency response plan, assessing vulnerability, hazards common to Colorado, tools for communicating during an emergency event	0.05
00:10	Break	0.00
00:30	Asset Management Planning: The process for assessing equipment life and prioritizing replacement; creating a budget from an asset management plan	0.05
00:25	Using O&M to Communicate: How to use the components of an O&M manual to be effective communicators with system administrators, owners and boards.	0.05
00:15	Course Summary and Recordkeeping Basics: How to keep the O&M current and accessible; Other O&M resources; Q&A.	0.00
04:15	TUs Awarded	0.40

Make it a full day - Still missing a monitoring plan? Expecting a sanitary survey in the near future? You might want to fill the rest of your day with other training courses offered by the Capacity Building Unit. Contact a capacity coach to schedule multiple trainings for the same day.

Courses currently offered by the Capacity Building Unit:

- Groundwater Monitoring Plan Basics
- Sanitary Survey 101
- Data Collection for Potential GWUDI

For a full list of training events offered by CDPHE visit www.colorado.gov and type "water quality training calendar" into the search window at the top of the home page or click: http://www.colorado.gov/cs/Satellite/CDPHE-WQ/CBON/1251604424025